

WASTE PLANNING CHECKLIST			RPP-27195
	Manual		Operations
	Document	TFC-OPS-WM-C-01, REV A-9	
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	Issue Date		May 17, 2016

1.0 PURPOSE AND SCOPE

(7.1.1)

This procedure describes the process for completing and approving a Waste Planning Checklist (WPC). This procedure applies to Tank Operations Contractor (TOC) waste generating activities associated with containerized solid waste. It does not apply to the management of tank waste.

This procedure applies to activities that generate low-level radioactive waste, mixed waste, non-radioactive dangerous waste, non-regulated waste, and recyclable materials.

The WPC is required per TFC-PLN-33 to ensure waste is designated, segregated, and packaged in compliance with state and federal regulations, and to ensure it meets the treatment, storage, or disposal (TSD) receiving facility's acceptance criteria for packaged waste. (7.1.2)

This procedure is implemented in accordance with the core functions and guiding principles of RPP-MP-003. The plan describes the ISMS structure, policies, programs, processes, and implementing mechanisms to ensure that protection of the environment and safety and health of the workers and the public, and quality are integrated into management and work practices.

2.0 IMPLEMENTATION

This procedure is effective on the date shown in the header.

3.0 RESPONSIBILITIES

Responsibilities are contained within Section 4.0.

4.0 PROCEDURE

The WPC must be submitted in advance of the need date and shall be completed and approved prior to generation of waste. The checklist ensures that planners provide the necessary information for Waste Services to properly designate waste and provide proper disposition instructions to the planner and the workers in the field.

The WPC also provides a means to document the solid waste generation process, the waste disposition instructions, and pollution prevention directions. The checklist is a part of each work package that includes work activities that generate waste; thus, it is used in the planning of work. Other work activities, such as shop work, do not require a WPC, but must comply with the waste handling, packaging, and segregation procedure TO-100-052 and waste generation procedure TFC-OPS-WM-C-27 for tank farms or ATS-LO-110-129 or ATS-LO-100-151 for the 222-S Laboratory.

4.1 Non-Routine Work Activities

Non-routine work activities include, but are not limited to, jumper changes, pump replacements, and HEPA filter replacements. A WPC must be submitted for each activity.

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| Planner | 1. Determine if waste will be generated. |
| | 2. If waste will be generated, complete Part A of site form, A-6002-848, "Waste Planning Checklist – WRPS" and attach the completed WPC in the Work Order Review and Approval (WORA) Checklist application, then submit it to Waste Services (WS) through WORA for waste disposal guidance and approval for level 1 and 2 work packages. For level 3, send the WPC directly to Waste Technical Services (WTS) for review and approval. Once the WPC is reviewed/approved, WTS personnel will then send the completed WPC back to the Planner. The Planner needs to include the completed WPC in the work package. |
| | 3. If no waste will be generated, mark "no" in the appropriate block in Part A, and complete Part B "Prepared by..." section (Print First and Last name and sign name, Organization, Title, and Date). The WPC is complete and needs to be included in the work package (skip to step 4.1.7). |
| Technical Waste Specialist | 4. Review the information in Part A of the WPC site form and provide waste disposition instructions; complete Part B of the site form. |
| Peer Reviewer | 5. Provide peer review, as necessary, and as requested by the Technical Waste Specialist. |
| Technical Waste Specialist | 6. Attach the completed WPC in the WORA application for level 1 and 2 work packages, then approve the WORA checklist. For level 3 work packages, send the completed WPC back to the Planner. |
| Planner | 7. Ensure a current WPC is included in the work packages. |
| | 8. If the work scope changes (regarding waste composition or quantity) at any time after the WPC is completed, update the WPC and resubmit to the Waste Technical Services representative for re-approval. |
| Field Work Supervisor | 9. Ensure proper waste segregation and packaging in accordance with TO-100-052, and TFC-OPS-WM-C-27 procedures for tank farms, or ATS-LO-100-153 for the 222-S Laboratory. |

4.2 Routine Work Activities

Routine work activities generate the same type of waste on a routine basis. Generic WPC, using the site form, A-6002-848, "Waste Planning Checklist – WRPS," are used for these activities. One generic WPC may be used with multiple work packages as long as they are identical work activities. These generic WPCs are issued up to one year in advance and expire the last day of the calendar year. .

NOTE: WPCs are not required for routine work activities that do not generate waste.

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| Planner | <ol style="list-style-type: none"> 1. For WPCs not currently available on the generic WPC web page, complete Part A of the site form, A-6002-848, "Waste Planning Checklist-WRPS," except "Work Package #," "(Bldg. No., System, Tank No., Room No.)," "Preparer's Name, and "Planned Start Date;" check the Generic box and submit to the Technical Waste Specialist through WORA for review and approval. 2. For WPCs currently available on the generic WPC web page, select the most appropriate generic WPC for the work being performed, complete all blank areas, and save the WPC as a .pdf file. 3. Attach the selected WPC in WORA for level 1 and 2, and send it to Waste Services for approval. For level 3, send the WPC directly to Waste Technical Services (WTS) for review and approval. |
| Technical Waste Specialist | <ol style="list-style-type: none"> 4. Review information in Part A and complete Part B. 5. Ensure all blank fields are filled in correctly. 6. For WPCs in WORA, approve the WPC in WORA in a timely manner. For level 3, once the WPC is reviewed/approved, WTS personnel will send the completed WPC back to the Planner. The Planner will need to include the completed WPC in the work package. |
| Technical Waste Services Peer Reviewer | <ol style="list-style-type: none"> 7. Review information in Parts A and B, as necessary, and as requested by the initial Technical Waste Specialist. <p>NOTE: Peer review of the WPC is not required, but may be performed as necessary, and/or requested by the initial Technical Waste Specialist completing the WPC.</p> |
| Technical Waste Specialist | <ol style="list-style-type: none"> 8. Attach the completed WPC and approve in WORA for level 1 and 2 work packages; for level 3, send the completed WPC back to the Planner. The Planner needs to include the completed WPC in the work package. |
| Field Work Supervisor | <ol style="list-style-type: none"> 9. Ensure proper waste segregation and packaging in accordance with the WPC, TO-100-052, and TFC-OPS-WM-C-27 for tank farms, or ATS-LO-100-153 for 222-S Laboratory. |

5.0 DEFINITIONS

No terms or phrases unique to this procedure are used.

6.0 RECORDS

The following records are generated during the performance of this procedure:

- Waste Planning Checklist.

The record custodian identified in the Company Level Records Inventory and Disposition Schedule (RIDS) is responsible for record retention in accordance with TFC-BSM-IRM_DC-C-02.

7.0 SOURCES

7.1 Requirements

1. RPP-MP-003, "Integrated Environment, Safety, and Health Management System Description for the Tank Operations Contractor.
2. TFC-PLN-33, "Waste Generating Plan."

7.2 References

1. ATS-LO-100-151, "Laboratory Waste Generation."
2. ATS-LO-100-153, "222-S Laboratory Waste Packaging and Preparation for Shipment."
3. ATS-LO-110-129, "Generation of Nonradioactive Waste and Recyclable Materials."
4. TFC-BSM-IRM_DC-C-02, "Records Management."
5. TFC-OPS-MAINT-C-01, "Tank Operations Contractor Work Control."
6. TO-100-052, "Perform Waste Generation, Segregation, Accumulation, and Clean-up."
7. TFC-OPS-WM-C-27, "Waste Generation."